

## **CHILDREN and YOUTH COORDINATOR – Melrose United Church**

**Position Title:** Children and Youth Program Coordinator

**Term of Office:** 1 year contract with intention to renew.

**Supervision:** Minister of Melrose United Church and Christian Development Committee (CDC)

**Support:** Secretary of Melrose United Church

**Purpose of Position:** To develop and implement programs with the CDC for children and youth within the church community and the general community.

### **Duties and Responsibilities**

- Develop and implement child/youth programming, including Sunday School, within the church (participating in Sunday morning services in collaboration with the minister and music director) Activities can include, but are not limited to the following:
  - Development or use of a Sunday school curriculum in cooperation with the minister's sermons and the church worship calendar (can include Christmas play, intergenerational services).
  - Organization of volunteers for activities.
  - Regular family-centered events throughout the year in consultation with CDC
  - Faith based youth events (can include early dismissal day programs, after school programs, evening programs, vacation Bible school)..
- Attend meetings as required.
- Communicate with families and church members through regular emails and newsletter updates as needed. Communicate with Minister and CDC
- Reach out to United Churches or other churches in the area for partnerships and opportunities for joint children and youth activities.
  - Maintain a safe environment for all participants and store all sensitive data collected in an appropriate manner.
  - Manage program budget effectively.
  - Ensure appropriate supervision of events.
  - Develop relationships the families of Melrose United Church to foster a sense of community.
  - Ensure set up of Sunday school rooms and areas and nursery on Sundays.
  - Delegate tasks and request assistance for programs when necessary.
  - Collect regular data on attendance, and event satisfaction to produce reports twice per year to CDC
  - Collect and pass on contact information for new families to church administrator as appropriate.
  - Connect new families and children with the Minister and Elder Committee as appropriate

### **Skills, Experience and Qualifications Required**

- Experience and desire to work with children of all ages and their families in a Christian setting.
- Ability to communicate with children and adults effectively.
- Ability to assess needs of situations and develop and implement appropriate ministries.
- Good team player and strong people skills.
- Provision of a Vulnerable Persons Police Clearance

### **Limits of Position**

- Work within the United Church of Canada guidelines.
- Up to 10 hours a week (40-50 weeks per year – to be determined) with flex hours.

Interested applicants please apply to:

Gwyneth Xagoraris, Christian Development Committee Chair  
[gwynxag@gmail.com](mailto:gwynxag@gmail.com)

or mail application to  
Attn: Gwyneth Xagoraris  
Melrose United Church  
86Homewood Avenue, Hamilton, ON L8P 2M4

Applications due by: May 1, 2017.

We appreciate all applications received; however, we will contact only those candidates selected for an interview.